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MEMORANDUM FOR: Deputy Director (Administration)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Assistant Director for Communications  
Assistant Director for Personnel  
Director of Training  
Inspector General  
Director of Security  
General Counsel  
Chief, Medical Staff

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SUBJECT: Proposed Regulation [REDACTED] Supergrade Positions

1. Coordination of the subject Regulation has previously been effected with your Offices, but inasmuch as it is to be submitted to the Director for authentication, signature of approving officials are required on the Director's file copy.

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2. The attached [REDACTED] was submitted for coordination and was concurred in by the following officials:

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Mr. [REDACTED] Office of the Deputy Director (Intelligence)  
Mr. [REDACTED] Office of the Deputy Director (Plans)  
Mr. [REDACTED], Office of Communications  
Mr. Matthew Baird, Office of Training  
Mr. Lyman Kirkpatrick, Inspector General  
Mr. [REDACTED] Security Office  
Mr. [REDACTED] Office of the General Counsel  
Dr. John R. Hietjen, Medical Office

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3. Subject Regulation, prepared by the Deputy Assistant Director for Personnel, rescinds [REDACTED] dated 23 February 1954, and [REDACTED], Tenure in Supergrade Positions.

4. It is requested that signatures of the appropriate officials be recorded on the attached concurrence sheet which will be attached to the Director's file copy.

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[REDACTED]  
Chief, Regulations Control Staff

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Attachments:

Proposed [REDACTED]  
Concurrence Sheet

REGULATION

PERSONNEL

1954

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# SUPERGRADE POSITIONS

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Revisions: (1) February 1954  
(2) July 1954

## 1. GENERAL

This regulation establishes Agency policy, responsibilities, and procedures for the assignment of employees in grades GS-15, GS-17, and GS-19, commonly referred to as "supergrades."

## 2. POLICY

The Director of Central Intelligence will determine the number of supergrade positions to be utilized by the Agency. All employees promoted or assigned to these positions will hold the rank and pay of such positions in temporary status for such time as the Director may determine.

## 3. RESPONSIBILITIES

- a. The Supergrade Review Board, hereinafter referred to as the Board, is responsible for reviewing and recommending to the Director the disposition of all actions affecting employees assigned to or recommended for assignment to positions in the supergrade category. The Board will conduct an annual review of the records of all employees assigned to supergrade positions upon whom permanent rank has not been conferred and submit its recommendations and comments to the Director of Central Intelligence.
- b. The Assistant Director for Personnel will
  - (1) Act as Chairman of the Board in the absence of the Chairman and will furnish the secretariat to the Board.
  - (2) Review the qualifications of all Agency personnel who may be eligible for assignment to a supergrade position whenever an action involving an incumbent or a proposed incumbent of a supergrade position is initiated, and will advise the Board of any employee or employees who should be considered competitively with the individual named in the proposed action.

## 4. ORGANIZATION OF SUPERGRADE REVIEW BOARD

The Board will be composed of the following members:

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Deputy Director of Central Intelligence	- Chairman
Deputy Director (Administration)	- Member
Deputy Director (Intelligence)	- Member
Deputy Director (Plans)	- Member
Assistant Director for Personnel	- Member
Assistant Director for Communications	- Member
Director of Training	- Member
Director of Security	- Adviser (nonvoting)
Chief, Medical Staff	- Adviser (nonvoting)
Inspector General	- Adviser (nonvoting)

# 5. PROCEDURE

## a. PROCESSING PERSONNEL ACTIONS

- (1) Chiefs of Major Components\* will forward all actions involving increments or proposed increments of supergrade positions to the Assistant Director for Personnel.
- (2) The Assistant Director for Personnel will notify the Director of Security, the Chief, Medical Staff, and the Inspector General of each proposed action involving a supergrade position. Each of these officials and the Assistant Director for Personnel will examine their records and institute such additional investigations as they deem appropriate in order to determine from their point of view the fitness of the individual being considered. The Assistant Director for Personnel will conduct a survey of other employees who may be qualified for the supergrade position concerned.
- (3) The Director of Security, Chief, Medical Staff, and Inspector General will advise the Assistant Director for Personnel when they have completed their preliminary studies.
- (4) Upon receipt of this information and the conclusion of his survey, the Assistant Director for Personnel will inform the Chairman of the Board, who will convene the Board as required.
- (5) The Board will review the proposed action and determine the employee or employee best fitted for the position under consideration. The Board will then transmit its recommendation to the Director for determination.

\* The Deputy Directors (Plans), (Intelligence), and (Administration); the Director of Training; the Assistant Director for Communications; and the Assistant Director for Personnel.

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2. REVIEW OF THE STATUS OF EMPLOYEES IN SUPERGRADE POSITIONS

Beginning in 1975 and annually thereafter, the Board will review between 1 January and 30 June the records of all employees having a temporary status in supergrade positions. During this period, each of these employees will be considered by the Board for permanent appointment, and the Board will make appropriate recommendations to the Director for conferring permanent rank.

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